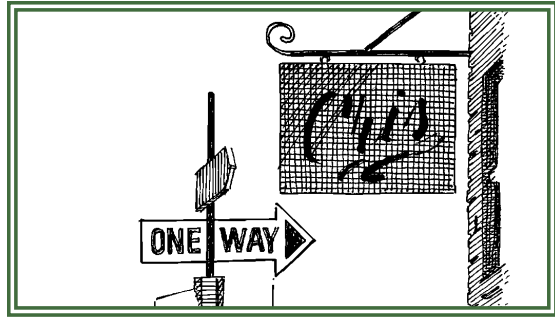




SIGNS

Department of
Community Development
Bureau of Buildings & Zoning

City of Rochester, New York



GENERAL INFORMATION REQUIRED

When applying for a sign permit you will need:

- Property owner's name, address and phone number
- Applicant's name, address and phone number
- If applicable, contractor and/or plan preparer's name, address and phone number
- Project description, including size and location of signage
- Workers' Compensation Insurance Certificate or waiver

If installer is homeowner or individual contractor without Workers' Compensation insurance, a waiver, available in the permit office, may be substituted for certificate.

If contractor has employees, a Certificate of Workers' Compensation must be provided, naming the City of Rochester as certificate holder and addressed to:

City of Rochester
Permit Office
Room 121B City Hall
30 Church Street
Rochester, New York 14614

MAPS AND DRAWINGS REQUIRED

- Photos of existing signs on the property and the proposed location of the sign on the building or site
- Two (2) copies of Instrument Survey Map for subject property
- Two (2) copies of construction details, drawn to scale, including dimensions, graphics, methods of attachment, and footings/foundation if applicable. Freestanding signs higher than five (5) feet require plans signed & sealed by a design professional licensed in the State of New York

FEES

The fee is based on the written cost estimate of the project including labor and materials whether purchased, owned or donated. The following table indicates typical sign permit fees according to the cost estimate:

Cost Estimate	Permit Fee
\$0-\$2,000	\$50.00
\$2,001-\$4,000	\$70.00
\$4,001-\$6,000	\$90.00
\$6,001-\$8,000	\$110.00
\$8,001-\$10,000	\$130.00
\$10,001-\$12,000	\$150.00
\$12,001-\$14,000	\$170.00
\$14,001-\$16,000	\$190.00
\$16,001-\$18,000	\$210.00
\$18,001-\$20,000	\$230.00

If cost estimate is greater than \$20,000, please call 428-6561 for permit fee and other possible requirements.

MINIMUM INSPECTIONS REQUIRED

- Footings and/or foundation depth before pouring concrete and setting posts for self supported signs
- Final inspection upon completion

*24 hour advanced notice is required.
Call 428-6578 to schedule appointment*

The information in this brochure is a general overview. Certain applications may require more in-depth analysis.

OWNER/APPLICANT RESPONSIBILITIES

- Ensure that a permit is obtained in Room 121B of City Hall.
- Ensure all inspections are performed as above
- Ensure that work is performed as per plans submitted with application
- Ensure that no damage or encroachment occurs to adjacent property during construction

Metered parking is available on North Fitzhugh Street adjacent to the building. Other parking is available in the Sister Cities Garage across the street from City Hall. The office is open from 9:00 am - 4:45 pm.

USEFUL INFORMATION

- Sign regulations are set forth in Section 120-177 of the Zoning Code. The Zoning Code is available on the City website: www.cityofrochester.gov
- An encroachment permit from the Department of Environmental Services will be required if the sign will be encroaching over the public right-of-way. Call 428-6848 for more information
- Signs located in windows shall not exceed twenty-five (25%) of the area of the window and are included in the calculation of the overall signage allowed
- Temporary portable signs are not permitted in the public right-of-way. Temporary signs are permitted on private property only by approval from the Director of Zoning
- If a property is located within a preservation district or is a landmark site, a Certificate of Appropriateness will be required from the Preservation Board. Call 428-7043 for more information
- Call 428-6561 with any questions regarding construction details during the planning stages
- Call 428-7043 for type and amount of signage allowed and setback information